

CITY OF JOHNS CREEK
CONVENTION AND VISITORS BUREAU MEETING
April 8, 2008

The City of Johns Creek Convention and Visitors Bureau held their monthly meeting on Tuesday, April 8, 2008 at 3:00pm. The meeting was held at 12000 Findley Road, Suite 300 in Johns Creek Georgia and was open to the public.

MEMBERS PRESENT: Max Patel, Vice Chairman
Monte Vavra, Treasurer
Bev Miller, Chairperson

CITY STAFF PRESENT: Attorney Scott Hastey
City Clerk Joan Jones

Chairperson Miller called the April 8, 2008 CVB meeting to order.

MINUTES: Board Member Vavra made a motion to approve as amended the March 11, 2008 CVB meeting and the March 25, 2008 Special Called Meeting. Board Member Patel seconded the motion. The motion carried unanimously.

REPORTS & PRESENTATIONS

Board Member Vavra updated everyone regarding the E&O Insurance. Philadelphia Insurance Companies thru Public Risk Underwriters of Georgia have given a premium quote of \$1,043.00. Legal is reviewing the policy at this time.

Discussion was held on possibly having Diane Stone of Projects Plus present information to the board on the fundamentals of a Convention and Visitors Bureau. It was determined to have Ms. Stone attend a meeting and brief the members on what her training workshop entails.

OLD BUSINESS

BANKING AUTHORIZATION: Board Member Vavra updated the members on the United Community Banking Authorization; Articles of Incorporation and the Employer Identification Number. Board Member Vavra made a motion to adopt the Resolution for Banking Authorization with United Community Bank. Chairperson Miller seconded. The motion carried unanimously.

AGENDA FORMAT: Discussion was held on the format of the CVB Agenda. Board Member Patel made a motion to approve the amended agenda format as follows:

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) MINUTES
- 4) REPORTS & PRESENTATIONS

- 5) OLD BUSINESS
- 6) NEW BUSINESS
- 7) OTHER BUSINESS
- 8) PUBLIC COMMENT
- 9) ADJOURNMENT

Chairperson Miller seconded the motion. The motion carried unanimously.

NEW BUSINESS

PROCUREMENT POLICY: Board Member Vavra outlined a how a procurement policy is developed, i.e., budget thresholds, formal and informal bid process and when it is necessary, how to handle day to day expenses. Questions were raised on the Department of Community Affairs requirements and the limitations on the bidding process. Board Member Vavra made a motion adopt the Purchase Policy Limits as presented. Board Member Miller seconded. After further discussion, Board Member Vavra formally withdrew his original motion; the withdrawal was seconded by Board Member Miller.

Board Member Vavra made a motion to table consideration of a Procurement Policy until the next regular meeting. Board Member Patel seconded the motion. The motion carried unanimously.

CVB PROJECTS: Open discussion was held on possible CVB Projects; the need to develop a process on how someone submits a formal request for support or funding, the need for Branding and a possible Welcome Center.

OTHER BUSINESS: Discussion was held on having Diane Stone present an overview of her workshop at a Special Called Meeting. A public notice will be issued once a date and time are determined for this meeting.

There being no further business, Board Member Patel made a motion to adjourn. Board Member Vavra seconded the motion. The motion carried unanimously and the meeting was adjourned.

Approved:

Bev Miller, Chairperson

Attest:

Penn Hodge, Secretary